



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JUL 14 2011

THE ADMINISTRATOR

MEMORANDUM

SUBJECT: 2011 Equal Employment Opportunity and Diversity Policy Statement

FROM: Lisa P. Jackson

TO: All Employees

I am proud to reaffirm the U.S. Environmental Protection Agency's commitment to equal employment opportunity and diversity in the workplace. Given the many challenging tasks that lie ahead of the EPA, each of us must embrace her or his personal responsibility to maintain a professional and respectful work environment.

The EPA will not tolerate discrimination based on race; color; national origin; religion; age; disability; sex, including pregnancy and gender identity/expression; protected genetic information; sexual orientation; status as a parent or retaliation based on prior protected EEO activity. The EPA also will not tolerate any type of harassment, either sexual or nonsexual, of any employee or applicant for employment. Employment decisions, including those related to hiring, training or awards, must be made in accordance with the merit system principles contained in 5 U.S.C. § 2301.

We have a world-class work force. As Administrator, I expect our management team to provide first-class leadership in support of EEO and diversity. As part of their leadership responsibilities, managers must act promptly both to prevent and to address any discriminatory conduct in the workplace.

I also expect all EPA managers and employees to treat each other and the public with dignity and respect, to report discriminatory conduct and to prevent all types of discrimination, including harassment of any kind. I urge all EPA managers and employees to cultivate a positive, inclusive work environment that is free from unlawful discrimination.

Any employee, manager or applicant for employment who believes he or she has been subjected to discrimination may exercise her or his rights and seek redress by contacting the EPA's Office of Civil Rights or an EEO officer at the regional or laboratory level. Managers are reminded that their participation in agency-approved alternative-dispute-resolution efforts designed to resolve employee EEO complaints is required, absent extraordinary circumstances as determined by the Office of Civil Rights' director or a designee. All EPA managers and employees should also be aware that disciplinary action may be taken against anyone found by the EPA to have engaged in unlawful discrimination.

A professional, productive and efficient work force is essential to the EPA's ability to protect human health and the environment. Unlawful discrimination in the workplace, including retaliation and harassment, undermines achievement of our agency's mission.

Each of us is privileged to serve the American people, and every day offers a new opportunity to contribute our very best efforts. Working together as One EPA, we can ensure a positive, respectful work environment that strengthens our vibrant, diverse work force.